



## **REQUEST FOR OFFER**

**RFO #: 16RFO002**

### **ADDENDUM #2**

#### **Consultant for Accreditation Data System for the Streamline and Strengthen the Accreditation Process (SSAP) Project**

- ◆ **Service (CMAS Code):**
  - **1402 IT Consulting - Programming**
  - **458 Service-Technical Support**

This Request for Offer has been addended to Include the Feasibility Study Report (FSR) and Approved Project Charter.

In addition, I.7.1 has been updated as indicated below.

All other terms and conditions listed in the original RFO remain the same. If there are any questions or concerns, the contact information is noted below.

**Adrienne Trapnell**  
**Commission on Teacher Credentialing**  
**Fiscal and Business Services**  
**1900 Capitol Ave., Sacramento, CA 95811-4213**  
**(916) 322-8146, [Contracts@ctc.ca.gov](mailto:Contracts@ctc.ca.gov)**

### **I.1.1. Response to Commission's Attachment A – Statement of Work**

The Offeror's "Statement of Work" must respond to the Commission's Statement of Work and will be used to evaluate responsiveness to requirements. This Statement of Work response must map each task/deliverable item back to the RFO Attachments. The response must include any additional information that the Offeror deems necessary to explain how the Offeror intends to meet the State's requirements.

The Offeror's response to the Statement of Work will contain the following:

1. Cover Letter with the following identification and contact information:
  - Company name, mailing address and telephone number
  - Name and e-mail address of contact person
  - CMAS contract number. Offeror must have a current CMAS agreement in place at the time of the execution of a contract with the Commission for this procurement.

A duly authorized representative of the Offeror shall sign the proposal certifying that the proposal is a valid and binding offer and that he/she is authorized to sign the proposal. In addition, by signing and submitting this cover letter, the Offeror agrees to provide the required documents listed in Attachment A, paragraph A.13, upon request by the Commission either prior to or upon award of the agreement as noted.

2. Overview of the required tasks and outcomes.
3. Statement that Offeror will meet all requirements of the Attachment A – Statement of Work. Offeror responses that do not provide a statement indicating compliance with these requirements may be deemed non-responsive.
4. Description of Offeror's approach to meeting the tasks, deliverables and requirements outlined in Attachment A – Statement of Work, paragraph A.4 - CONTRACTOR TASKS, RESPONSIBILITIES AND DELIVERABLES, including a narrative addressing how the tasks will be performed.
5. Description of all software tool(s) or utilities Offeror will propose to utilize related to data transformation.
6. Offeror's Assumptions and Constraints.
7. ~~Work plan for each deliverable, including sub-task description and due date for each deliverable.~~
8. Samples of work (URL to other web based systems created using Microsoft Visual Studio.) from projects cited as a reference in response to Attachment D - Offeror References.
9. Organization chart that identifies the proposed project team.
10. Resumes for each identified member of the contract team, detailing experience meeting the Commission's requirements.
11. Copies of Microsoft certifications of proposed staff for the creation of the Accreditation data system and enhancements to the data systems (desirable, not mandatory).
12. Any other requirements shown in the Commission's Statement of Work document.